

**RESTRICTED**

Chief, Special Operations Branch

21 October 1947

Chief, Fiscal Division

**CONFIDENTIAL**

As you are no doubt aware, the passage of Public Law No. 239-80th Congress necessitated changing the annual and sick leave regulations effective 25 July 1947. This was accomplished by Section 30.202 of the Federal Personnel Manual and is quoted in pertinent part, as follows:

"§ 30.202 Accumulated annual leave. Accumulated annual leave may be carried forward for use in succeeding years until it totals not exceeding 60 days: Provided, That additional leave up to 30 days which was accumulated during the emergency period from September 8, 1939, to July 25, 1947, and which remains unused, may be carried forward into succeeding years until used. (Sec. 7.1 E.O. 9414, Jan. 13, 1944; 5 CFR 1944 Supp.)."

Compatible with the provision of the regulations, calculations have been made on the enclosed forms showing opposite item #7 the amount of leave that must of necessity be taken by personnel or be forfeited by the close of business 31 December 1947. The personnel under your jurisdiction that are concerned with the change outlined are as follows:



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|                                       |                          |
|---------------------------------------|--------------------------|
| Document No.                          | 010                      |
| No Change in Class.                   | <input type="checkbox"/> |
| <input type="checkbox"/> Declassified |                          |
| Class. Changed To:                    | TS S (C)                 |
| Auth:                                 | HR IV-2                  |
| Date:                                 | 10/21/47                 |
| By:                                   | <input type="checkbox"/> |

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21 October 1947

The records furnished for the individuals listed are for the purpose of permitting you to make administrative adjustments with respect to the workload to permit the individuals to be absent from their official assignment in the event that leave is taken. After the documents have served your needs from an administrative standpoint it is kindly requested that distribution be made to the applicable employee as advice with relation to the effect of the amended leave regulations. Those employees under your jurisdiction for which a form has not been prepared had insufficient leave to their credit to be affected by the change in the regulation.

Chief, Fiscal Division

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Attachments

DNO:mjp

cc: Saunders via

Pay Roll

F.P.S.

File ✓

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment